

## **Local Coordinator Job Description**

**Reports To:** [REDACTED], the Local Coordinating Council for the Governor's Commission for a Drug Free Indiana. This council provides [REDACTED] County the development and funding of alcohol, tobacco, and other drug prevention, treatment and law enforcement programs.

**Works Closely With:** [REDACTED] board members, chairman, news media and Community Consultant for the Governor's Commission.

**Education and Experience:** High school graduate with one year of general work experience required. Office experience and computer skills required. Should demonstrate strong public relations and organizational skills. Must be self sufficient and able to work independently.

**Summary of Duties:** Maintains files of the [REDACTED] Council. Coordinates and supports activities of the Council in the areas of prevention/education; law enforcement/justice; treatment/intervention. Performs various community and media relations functions.

### **Specific Duties:**

1. Supports and coordinates activities of the Council, (i.e., special events, educational and awareness programs, school functions etc.) Works closely with ICJI staff and provides assistance as necessary.
2. Publicizes activities of Council. Submits timely and error-free news releases to local media on events, activities and other substance abuse related issues. Maintains ongoing relationship with local media representatives.
3. Attends scheduled meetings of the Council and Executive Board. Send meeting notices to members and writes minutes of meetings.
4. Performs duties such as but not limited to typing, filing and photocopying. Runs errands as necessary including regular trips to the post office and copy shop.
5. Prepares and solicits "Request for funds" grant proposals. Compiles grant proposals for review by Council.
6. Researches, coordinates information and prepares Comprehensive Plan and updates on an annual basis. Works closely with committee members in preparing problem statements, supportive data, and other essential parts of the plan. Responsible for submitting plan to the Governor's Commission for a Drug Free Indiana.
7. Communicates regularly with the ICJI staff. Forwards any announcements or information to Council or local news media. Will monitor legislative updates and keep Council informed of legislative developments in a timely manner.
8. Performs all other duties as required and requested.